



Granite Town Media

Advisory Committee

Meeting Minutes

25 August 2016

Present: Kevin Drew, Kevin Federico, Tim Finan, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Dave Alcox, Don Jalbert

Guests: Lisa Griffiths (had to leave early before meeting start)

Call to Order:

Meeting called to order 7:02 PM

Minutes

Minutes approved with corrections. Tom moved, Tim 2nd, AIF.

Expanded Meeting coverage

- Water and Sewer coverage going well
- Library Trustees – skipped last two, previous meeting was reviewing Library Director Resumes, prior to that miss communication about meeting date.
- Recycling committee coverage will begin in Sept.
- Mike presented Sept and Oct planned meeting and game coverage. Mentioned on occasion there are 5 meeting in one day. Depending on exact timing may not have enough personnel or equipment to cover everything.
- Mike recorded all three of Dave Alcox's Constitution Series seminars held at Hampshire Hills. All three will be available as video on demand.

GTM HS Equipment Upgrades

- Remote access via dedicated fiber link between Town Hall and HS is up and running.
- Mike is able to remotely log in to each of the computers in the rack. This eliminates the need to physically travel to the high school to upload videos.
- Remote control of server mains power is planned but not yet installed. This provides an out of band method to reboot equipment if it hangs and becomes nonresponsive.
- Modification to enable streaming content to match PEG channels is in process. Currently streaming of EDU and GOV shows recorded programs, not ones that are live. Mike is working with Randy A/V tech from Bedford to purchase the necessary equipment (distribution amps) to effect the change.

- Tom asked for schedule to add two additional archive servers to perform the EZStream upload. Mike said he was not aware of that requirement. Tom said he will resend his notes about the March 22nd meeting.
- Joe asked about replacing the overly long copper cables with fiber. Can be done after school is out. Priority is to start with the auditorium. This is pending work not yet scheduled.
- Oval Cam – Mike purchase a wired network camera to replace the Nest cam that is only wireless. However he found the cost to stream video is unacceptable high, so he is researching less expensive streaming providers. Nest Cam streaming is only \$100 a year and includes limited storage and unlimited access.

Video Projects

- Back to school safety PSA will be added to the rotation, this is the same one we have run in previous years.
- Water department UV treatment problem is planned but not yet scheduled.
- Coverage of Labor Day parade
- 9/11 ceremony. May be able to use Facebook to go live via his cell phone LTE connection.
- Talked to new HS video production teacher to have students cover events to increase GTM content. Have students produce 3-7 minute pieces. No commitment yet.
- Planned coverage of Ultra Marathon Ghost Ride volunteers, behind the scenes video.
- Tom asked if the three local interest videos Tim coordinated with the producer were running. Mike indicated all three were on the Public channel.
- Proposed coverage: High Hopes Pirates & Princesses, Caribbean Festival, and Boy Scouts troop 407 yard sale, and Fish hatchery. Mike will talk to the new HS video teacher if some of his students are interested in assisting filming and editing these videos.

New Member

- Lisa Griffiths wants to join the committee and requests assistance producing local interest videos. Tim moved to approve her as a member: Tom 2nd, AIF. Joe will send an email to Tina to get her on the BoS agenda for approval. Kevin Federico requested members of the committee accompany her at the BoS meeting.

Financial Report

- Tim contacted Jack Sheehy - Finance Director to obtain information on the GTM special purpose revolving fund. This fund is used for the one time Comcast Capital payment when the franchise agreement is renewed. Currently set at \$75,000 paid over three years. Mike had previously disseminated the report for the other GTM revolving fund account the 3% franchise fee. This money is used to fund day to day GTM operations.
- Tim raised concern that while Mike's salary is split 85% GTM, 15% general fund it appears benefits are entirely charged to GTM. Tim will follow up with Jack Sheehy. Expenses are on target to meet 2016 budget limits.

- Special purpose fund balance is \$2,811.95. This reflects 2015 purchases of BoS meeting room upgrade (\$23,999.00), Mobile camera kit (\$17,420.00), and 5 cameras shared 50/50 with the school district (\$11,105.00 - \$5,552.50 from the HS).
- Plan is to have committee do quarterly financial review.
- Franchise agreement discussion. The 3% fee is only charged against the Cable TV portion of the subscriber's bill Tim raised the question now that Comcast is doing over the top (OTT) TV via the Internet do those revenues also count toward the franchise fee? Mike asked if we want to an early renewal of the franchise agreement at the end of the year, two years early for an additional 5 years. This will replenish the \$75,000 earmarked for capital equipment. Tim remarked that there are two line items on the cable TV bill, one the franchise fee the other for capital improvement. Tom asked how the capital was amortized, just over the three years or the entire length of the contract. Mike indicated it was amortized over the entire contract life. Mike will follow up with Brian Christiansen our Comcast Rep. Kevin F stressed needs vs wants and can we justify increasing the franchise fee to improve the product. Discusses desirably of having Comcast hold a public meeting to get subscriber feedback. Tim asked if the agreement delivered everything Milford is entitled.

Mobile Camera Kit Experience

- Mike used the mobile camera kit with 3 cameras to cover the planning board meeting held in the auditorium. Setup the standalone tripod camera as a backup in case there were problems with the mobile kit. 3 cameras improved production values. He stated he needs to remove the microphone wind screen because it blocks camera view of shorter people. Needs longer cables, current cables are only 25 feet. Had problem with hum, so far Mike has not been able to duplicate the problem. To be expected it takes more time to set up about 4.5 hours for this meeting, that is a couple of hours longer then the single camera.
- Tim asked if this is the right equipment for the job at hand.
- Mike believes there is a potential problem with the wiring and equipment between the auditorium and the equipment in the BoS room. Tom asked if the hum was present on the recording. Mike stated it was. That pretty much eliminates the connection between the mixer in the auditorium and the BoS rack. Mike spoke to Access A/V to run a new cable to support SDI video (digital video) and audio (analog), hopefully improving overall quality. Tom asked about doing digital audio Mike stated the only output of the mixer is analog, XLR type connector. Possible mid-Sept to install the upgrade.
- As part of the upgrade will extend the SDI connection to the banquet room to extend video to the overflow room, either via a large LCD TV or projector.

Capital Equipment

- Tom asked about microphone purchase. Mike said he purchased 5 additional microphones which turned out to be timely as two recently failed.
- Add removable SSD media to the BoS equipment rack to record meetings. This will eliminates the need to create a DVD as an intermediary. Cost is about \$1,900.

Discussed using DVDs as the archive. Tom mentioned that burnable DVDs have relatively short life expectancy. Mike has a large RAID array that makes archiving easy. This provides fast access to a large library of GTM videos without the need to store physical DVDs.

- Mike is using Adobe Creative suite ver 6 due to confusing pop up inadvertently installed new Adobe creative cloud trial software that removed the paid version of the software. Tim mentioned exactly the same thing occurred to his copy of the software. Version 6 is no longer supported so cannot easily be reinstalled. The new software is now being licensed as a service at cost of \$49.99 per month if licensed on a yearly basis. This compares to the previous version which was purchased for \$1400. Tom asked what it means to be cloud software. Kevin F. stated the software is installed on your computer, updates happen automatically. The default is to use cloud for storage but that can be overridden. The concern with cloud storage in the case of a network problem the files become inaccessible. Mike noted a single license allows him to install the software on two computers. This is beneficial for us because he uses two PCs to render meeting and games. Joe asked if we needed to vote to approve, Tim mentioned there was an existing budget line item for software.
- Additional Camera – Mike wants to get a third camera that has SDI output. Tom asked if he could use a camera from the mobile camera kit. Those cameras have no recording capability and are designed for remote control. Tim asked about using one of the 5 cameras we jointly purchased with the school. Estimated price \$2,499. Kevin F. asked if this camera is a need or a want. Recommendation was to work with the new HS video teacher to see if we are able to share the cameras we jointly purchased.
- Drone – Used to get aerial footage and shared with other departments. Cost is \$1,399. Tom said drone for the town makes sense but GTM use is likely to be small relative to other department. Tim and Kevin F. mentioned there is a person in town who used his drone to take stunning pictures of various locations in town. Recommendation was not to pursue drone purchase at this time.

Upcoming Meeting:

22 Sept 2016 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 9:13 PM

Respectfully submitted: Tom Schmidt